



IMMIGRANT VISA SECTION
U.S. CONSULATE GENERAL, P.O. BOX 10545, EL PASO, TX 79995
AVE LOPEZ MATEOS 924 N, CIUDAD JUAREZ, CHIHUAHUA, MEXICO
VISA INFORMATION CENTER TEL 1-900-476-1212 USA, CHARGE \$1.25 (ONE DOLLAR & TWENTY FIVE CTS) PER MINUTE
VISA INFORMATION CENTER TEL 01-900-849-4949 MEX, CHARGE OF MEX\$12.00 (TWELVE PESOS) PER MINUTE

Case Number: _____
Preference Category: _____
Numerical limitation: _____
Your Priority Date: _____

Mr./Mrs./Miss.:

INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

This office has received evidence entitling you to immigrant visa status. While no assurance can be given regarding the date of your visa interview appointment, you should now prepare for that appointment by taking the following three steps. You should read these instructions carefully all the way through before taking any further action:

FIRST: Complete and send to the American Consulate General (I.V. Section) the enclosed Form **DS-230 part 1 APPLICATION FOR IMMIGRANT VISA AND ALIEN REGISTRATION** (Biographic Data) and **Form I-864 CONTRACTUAL AFFIDAVIT OF SUPPORT**, along with this form, properly completed as described below. Further processing of your case cannot occur until this Post receives these forms. **Note:** If you fail to return these forms incomplete (not signed or notarized) Immigrant Visa Office will return them to you and your process will be delayed.

SECOND: Obtain the following documents on this checklist, which pertain to you. As you obtain each document, check the box before each item. Do NOT send them to the consular office.

- ☐ **1. PASSPORTS:** A Mexican Passport issued by the Mexican Secretariat of Foreign Relations (S.R.E. Secretaría de Relaciones Exteriores) or Mexican Consulate and must be valid for travel to the United States and must have at least six months validity beyond the issuance date of the visa. Children may be included on a parent's passport, but if over the age of 16, they must have their photographs attached to the passport.
- ☐ **2. BIRTH CERTIFICATES:** One certified copy of the birth certificate of each person named in the application is required. Birth records must be presented for all unmarried children under age 21, even if they do not wish to immigrate at this time. (If children are deceased, so state giving year of death). The certificate must state the date and place of birth and the names of both parents. The certificate must also indicate that it is an extract from official records. If you or any children were adopted, you must submit a certified copy of the final adoption decree. Photostats copies are acceptable provided the original offered for inspection by the consular officer.

UNOBTAINABLE BIRTH CERTIFICATE: In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration provided it contains the date and place of the applicant's birth and information concerning parentage and provided the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother should prepare a notarized statement giving the place and date of the applicant's birth, the names of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any secondary evidence you might have concerning your birth.

- ☐ **3. POLICE CERTIFICATES:** Each visa applicant aged 16 years or over is required to submit a police certificate from the police authorities of each locality of the country of the applicant's nationality or current residence where the applicant has resided for at least six months since attaining the age of sixteen. Police certificates are also required from all other countries where the applicant has resided for at least one year. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. A certificate issued by the police authorities where you now reside must be of recent date when presented to the consular officer. The term "police certificate" as used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. Police certificates from certain countries are considered unobtainable. See the attached list on form DSL-1083. If specific questions arise regarding police certificates, please consult the consular office.

- ☐ **4. COURT AND PRISON RECORDS:** Persons who have been convicted of a crime must obtain a certified copy of each court record and of any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency

- ☐ **5. MILITARY RECORDS:** A certified copy of any military record, if applicable and obtainable, is required.

OF-169-1 ENG (revised Sep/2005)

- ☐ **6. PHOTOGRAPHS:** Two (2) color recent photographs of each applicant, regardless of age (taken within the past six months of application date), no larger than 2 X 2 inches (5 X 5 cms.), with the distance from the top of the head to just below the chin about 1 (2.5 cms.) to 1 3/8 inch (3.4 cms.), the eye level is to be between 1 1/8 inch (2.8 cms.) to 1 3/8 inch (3.4 cms.) from bottom of the photo, printed on glossy thin paper, not mounted or retouched, the background must be white or off white, must show a full-face frontal view with the applicant's eyes open. Digital photographs are acceptable on photo quality paper. An electronic copy is not acceptable. The photograph must exhibit an acceptable level of contrast. Hats and headgear are not authorized, unless worn daily for religious reasons.
- ☐ **7. EVIDENCE OF SUPPORT:** Form I-864, a contractual affidavit of support, must be submitted for most family-based applicants and employment-based applicants when a relative is the petitioner or has ownership interest in the petitioning business. Other applicants must show evidence that they are not likely to become public charges while in the United States. **(IF APPLICABLE)**.
- ☐ **8. MARRIAGE CERTIFICATES:** Married persons are required to present a certified copy of their marriage certificate. Proof of the termination of any previous marriage must also be submitted (e.g. death certificate of spouse, final decrees of divorce or annulment).
- ☐ **9. ORIGINAL DOCUMENTS:** If you are the beneficiary of a family-based immigrant visa petition, you must be prepared to present the originals of all civil documents which establish your claimed relationship to petitioner.
- ☐ **10. TRANSLATIONS:** All documents not in English, or in the official language of the country in which application for a visa is being made, must be accompanied by certified English translations. Translations must be certified by a competent translator and sworn to before a Notary Public. (All documents in Japanese must be translated).

ONLY ONE COPY OF EACH DOCUMENT MUST BE SUBMITTED WITH THE VISA APPLICATION. HOWEVER, YOU SHOULD OBTAIN THE NECESSARY DOCUMENTS IN DUPLICATE (PHOTOS NOT INCLUDED), AS THIS WILL ENABLE YOU TO PROVIDE IDENTICAL COPIES IN THE EVENT THE FIRST SET IS LOST OR DAMAGED.

PLEASE READ THE FOLLOWING CAREFULLY

THIRD: As soon as you have obtained all of the documents that apply to your case, carefully read the statement at the bottom of this page, sign and date it, and return this form to the American Consulate General in Cd. Juarez, Mexico along with part I of Form DS-230-1.

Once the American Consulate General has received these forms, and your sponsor has returned the Form I-864 (Affidavit of Support) with its supporting documents to the American Consulate General in Cd. Juarez, Post will be able to complete its processing and will set up an appointment for your final interview.

Your final interview will be scheduled as quickly as the law permits, but it is not possible to predict when this will be since it depends upon when the priority date for your visa category and country becomes current. You will receive an appointment letter along with instructions for a medical examination approximately one month before your scheduled interview with a consular officer.

The total fee for an immigrant visa is U.S. \$380, or the local currency equivalent. Each applicant must be prepared to pay this fee on the appointment date.

You need not check with the American Consulate General in Cd. Juarez, Mexico unless you have to report a **CHANGE OF ADDRESS** or change in your situation such as marriage, death of petitioner, or birth of children. Please do not send any documents to the American Consulate General in Cd. Juarez, Mexico unless you are specifically requested to do so.

Enclosures:

1. Optional Form DS-230 Part I, Application for Immigrant Visa and Alien Registration – Biographic Data.
2. Form DSL-1083, Immigrant Visa Supplemental Information Sheet.
3. Affidavit of Support I-824 form

APPLICANT'S STATEMENT

I have in my possession and am prepared to present all the documents listed in items 1 through 10 which apply to my case, as indicated by the check mark I have placed in the appropriate boxes. I fully realize that no advance assurance can be given when or whether a visa will actually be issued to me and I also understand I should NOT give up my job, dispose of property, or make any final travel arrangements until a visa is actually issued to me. When it is possible for me to receive an appointment to make formal visa application, I intend to apply: (check appropriate boxes)

- ☐ **1. Alone**
- ☐ **2. Together with my spouse (Print first name: _____)**

☐ 3. Together with my spouse and the following minor children: (Print first names of each child who will accompany-you)

DATE: _____
CASE NUMBER: _____
SIGNATURE: _____
PRINT NAME: _____
CURRENT ADDRESS: _____

YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU SUBMIT THIS FORM. PLEASE DO NOT SEND ANY DOCUMENTS TO THIS OFFICE. IT IS YOUR RESPONSIBILITY TO KEEP THIS CONSULAR OFFICE OF YOUR CURRENT ADDRESS AT ALL TIMES.